



State of Alabama Statewide RFP Database Act 2012-407

Thomas L. White, Jr.
State Comptroller
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updated for website posting as of December 19, 2012

Statewide RFP Database & Covered Entities

- Act 2012-407 requires Division of Control and Accounts to establish a statewide database of each request for a proposal (RFP) for a public contract by the State of Alabama
- Covered entities include any agency, board, commission or department of the state which receives state or federally appropriated funds, the State Board of Education, a public college or trade school or a public university
- RFP's will be posted on state's website
- Effective January 1, 2013

Covered Entities

- Covered entities are responsible for
 - RFP Processing
 - legal compliance of RFP issuance
 - all other contract procurement requirements
 - giving notice or advertising the solicitation to prospective vendors
 - any other laws, rules or regulations
 - WEBSITE Updating
 - entering required data elements on designated state website
 - updating RFP information when RFP is amended closed or awarded
 - attaching copies of RFP's, or
 - linking to RFP posted on covered entity website


RFP Website

- 2 website views
 - Public
 - Registered entity
- All state and education covered entities must register to
 - post
 - update data elements
 - attach RFP's or link documents
- Link to access RFP website and specific instructions
<http://comptroller.alabama.gov>

RFP Registration



Log In Screen



ALABAMA
Department of Finance
Request for Proposal System

Login

Log In

Please enter your username and password. [Register](#) if you don't have an account.


[Forgot your Password](#)

Account Information


Username:

Password:

Log In

 Get
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Registration Page



ALABAMA
Department of Finance
Request for Proposal System

Login

Register

If you wish to obtain a user account please complete the information below.

First Name:

Last Name:

Phone:

Email:

Agency:

Note that if you need to enter RFP data for more than 1 agency please list those agencies in the additional comments box below.

Please type in your desired username and password below:

Username:

Password:

Re-type Password:

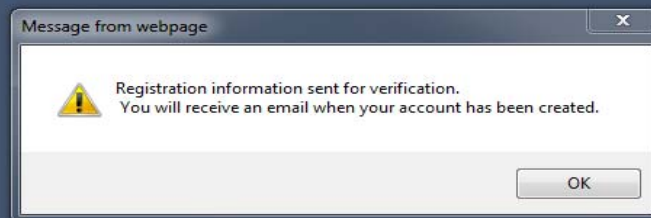
Your password must be between 7 and 20 characters, include at least one upper case letter, one special character, one lower case letter, and one numeric digit.

Additional Comments:


Please note that your account will not be created immediately. We verify the authenticity of all requests before approving them.

Required Fields Include:
First Name
Last Name
E-mail
User Name
Password

Registration Notification



Successful Account Creation Notification

From:  RFP_RegistrationRequest@finance.alabama.gov
To:  Hopper, Donnie
Cc:
Subject: RFP Account Created

Sent: Tue 12/4/2012 11:18 AM

Your online RFP account has been created

Thank You:

No virus found in this message.


Checked by AVG - www.avg.com

Version: 2012.0.2221 / Virus Database: 2634/5436 - Release Date: 12/04/12

Create RFP




Initial Login



ALABAMA
Department of Finance
Request for Proposal System

Home | Create New RFP | Reports | Change Password | Logout


RFP Tracking Overview

 Welcome John Doe

513 - Troy University ▾

[Open](#) [Closed](#) [Awarded](#)

No RFP entries are open.

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Create an RFP “Other”

An entity may "link" to their website by pasting their information in the "Agency Link" box.

The screenshot shows the 'Create New RFP' page of the Alabama Department of Finance Request for Proposal System. The user is logged in as John Doe. The page is divided into three main sections: General Information, Contact Information, and RFP Information. In the General Information section, the Category is 'DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP', Sub Category is 'MODIFICATION OF EXISTING EQUIPMENT', RFP Description is 'test', and Agency Link is 'www.troy.edu'. In the Contact Information section, the Agency Name is 'Troy University', Contact Address is '64 N. Union Street', Contact Name is 'Donnie', Contact City is 'Montgomery', Contact Phone is '334-353-2770', Contact State is 'AL', Contact Email is 'dh@gmail.com', and Fiscal Year is '2013'. In the RFP Information section, the RFP ID Number is '2013-165-03', Agency RFP Number is '513', RFP Type is 'Other', Attach RFP Document is 'C:\Users\donnie.hoppe' with a 'Browse...' button, Issue Date is '12/17/2012', and Close Date is '12/31/2012'. A 'Submit' button is at the bottom. A yellow callout box points to the 'Agency Link' field with the text: 'An entity may "link" to their website by pasting their information in the "Agency Link" box.'

ALABAMA
Department of Finance
Request for Proposal System

Home Create New RFP Reports Change Password Logout

Create New RFP

Logged in as John Doe

General Information

Category: DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP
Sub Category: MODIFICATION OF EXISTING EQUIPMENT
RFP Description: test
Agency Link: www.troy.edu

Contact Information

Agency Name: Troy University Contact Address: 64 N. Union Street
Contact Name: Donnie Contact City: Montgomery
Contact Phone: 334-353-2770 Contact State: AL
Contact Email: dh@gmail.com Fiscal Year: 2013

RFP Information

RFP ID Number: 2013-165-03
Agency RFP Number: 513
RFP Type: Other
Attach RFP Document: C:\Users\donnie.hoppe Browse...
[Mouse over ? for information on uploading a pdf document larger than 50 MB.](#)
Issue Date: 12/17/2012
Close Date: 12/31/2012

Submit

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Create an RFP with Specified Category “Computer Related Service”

ALABAMA
Department of Finance
Request for Proposal System

Home Create New RFP Reports Change Password Logout

Create New RFP

Logged in as John Doe

General Information

Category: DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP ▼
Sub Category: Please Select
RFP Description: BUILDING MAINTENANCE & REPAIR SERVICES
Agency List: EDUCATIONAL SERVICES
FINANCIAL SERVICES
HEALTH SERVICES
HUMAN SERVICES
LAUNDRY/SHOP TOWEL ETC. SERVICES/RENTAL
RESEARCH & SUBSCRIPTIONS
MISCELLANEOUS
MISCELLANEOUS SERVICES
EMPLOYMENT AGENCY SERVICE (TEMPORARY PERSONNEL)
PUBLIC WORKS, CONSTRUCTION, & RELATED SERVICES
SERVICES: GROUND AREAS
SERVICES: SECURITY, FIRE, & SAFETY

Contact Email: dh@gmail.com Fiscal Year: 2013

RFP Information

RFP ID Number: 2013-165-03
Agency RFP Number: 513
RFP Type: Computer Related Service ▼

All computer related services procured through a professional service contract must be approved by the Department of Finance, Division of Data Systems

Computer Related Services are for State Covered Entities ONLY!!!

Create an RFP “Sole Source – NOT ALLOWED”

http://10.130.19.27/Donnie/RFP/CreateRFP.aspx

Create RFP

File Edit View Favorites Tools Help

Home Create New RFP Reports Change Password Logout

Create New RFP

Logged in as John Doe

General Information

Category: DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP
Sub Category: MODIFICATION OF EXISTING EQUIPMENT
RFP Description: test
Agency Link: www.troy.edu

Contact Information

Agency Name: Troy University Contact Address: 64 N. Union Street
Contact Name: Donnie Contact City: Montgomery
Contact Phone: 334-353-2770 Contact State: AL
Contact Email: dh@gmail.com Fiscal Year: 2013

RFP Information

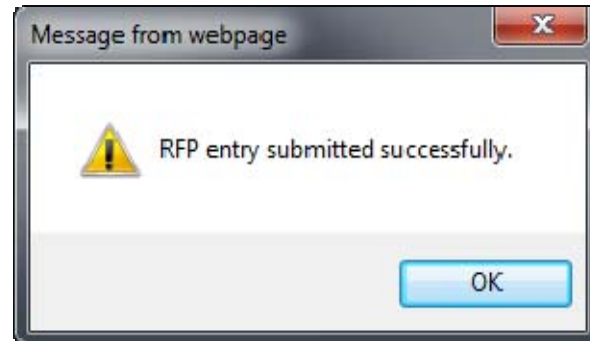
RFP ID Number: 2013-165-03
RFP Type: Sole Source Procurement

Warning: Sole source contracts are ineligible for the RFP process, due to the unique nature of the service being provided. Please contact the Department of Finance, Division of Purchasing, pursuant to Code of Alabama, Section 41-16-75.


Mouse over ? for information on uploading a pdf document larger than 50 MB.

Sole Source contracts are ineligible for the RFP process!!!

RFP Entry Submission Successful Notification



Edit View

 **ALABAMA**
Department of Finance
Request for Proposal System

Home | Create New RFP | Reports | Change Password | Logout

Edit RFP

Logged in as John Doe

General Information

RFP Title: DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOPMENT) MODIFICATION OF EXISTING EQUIPMENT

RFP Description: test

Agency Link: www.troy.edu

Contact Information

Agency Name: Troy University | Contact Address: 64 N. Union Street

Contact Name: Donnie | Contact City: Montgomery

Contact Phone: 334-353-2770 | Contact State: AL

Contact Email: dh@gmail.com | Fiscal Year: 2013

Contract Information

Estimated Dollar Amount: 0.00 | Number of Budget Years: 1

State Percentage: 0 | Federal Percentage: 0

Grant Percentage: 0 | Fee Percentage: 0

Contract Term (in years): 0

RFP Information

RFP ID Number: 2013-165-03

Agency RFP Number: 513

RFP Type: Other

Revision:

Mouse over ? for information on uploading a pdf document larger than 50 MB.

Document upload date	RFP Documents associated to this RFP
12/17/2012 9:43:57 AM	View RFP

Issue Date: 12/17/2012

Close Date: 12/31/2012

Award Information

Number of Proposers Solicited: 0 | Number of Proposer Responses: 0

Number of Proposer Responses Evaluated: 0 | Contract Begin Date:

Contract End Date: | LOC Review Date:


Award made to Lowest Bidder? -Select- | Award Date:

Evaluation Criteria:

Primary Company or Individual Awarded Contract:

Subcontractor Listing and Percentage of Total Contract Amount Provided by Each:


Justification if the difference between the selected proposer and the lowest bid is greater than 10%:

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The web application automatically moves RFP's from "Open" to "Closed" based on the dates users provide. It is the entity's responsibility to keep data current and accurate!!!

Only State Covered Entities will complete the LOC Review Date box.


Tracking Overview – Open Tab



ALABAMA
Department of Finance
Request for Proposal System

Home | Create New RFP | Reports | Change Password | Logout


RFP Tracking Overview

 Welcome John Doe

513 - Troy University ▾

Open | Closed | Awarded

RFP Number	Status	Category	Sub Category	Est Dollar Amount	
2013-165-03	Open	DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP	MODIFICATION OF EXISTING EQUIPMENT	0.00	Update
2013-165-02	Open	BUILDING MAINTENANCE & REPAIR SERVICES	HEATING AND AIR CONDITIONING SERVICES	0.00	Update

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Tracking Overview – Awarded Tab

The screenshot shows a web browser window with the URL <http://10.130.19.27/Donnie/RFP/Admin/RFPOverview.aspx>. The page title is "RFP Tracking Overview". The header features the Alabama Department of Finance logo and the text "ALABAMA Department of Finance Request for Proposal System". A navigation bar includes links for Home, Create New RFP, Reports, Change Password, and Logout. The main content area displays "RFP Tracking Overview" and a welcome message "Welcome John Doe". A dropdown menu shows "513 - Troy University". Below this are three tabs: Open, Closed, and Awarded (which is selected). A table lists awarded RFPs:

RFP Number	Status	Category	Sub Category	Est Dollar Amount
2013-165-03	Awarded	DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP	MODIFICATION OF EXISTING EQUIPMENT	0.00
2013-165-01	Awarded	DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP	COMPUTER MANAGEMENT	0.00

At the bottom of the page, there is a banner for "Get ADOBE® READER®".

Public Search



Public Search View

Request for Proposal Search

RFP Number: Status: **-Please Select-** Agency: **-Please Select-**


Category: **-Please Select-**

Sub Category: **-Please Select-**

RFP Documents

RFP Number	Agency	Agency Link	Agency RFP Number	Status	Category	Sub Category
2013-10-01	Finance			Closed	DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP	APPLICATIONS SOFTWARE FOR MICROCOMPUTER
2013-10-01	Finance			Closed	DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP	APPLICATIONS SOFTWARE FOR MICROCOMPUTER
2013-170-01	Academy of Honor			Closed	COMMUNICATIONS & MEDIA RELATED SERVICES	GRAPHIC ARTS SERVICES (NOT PRINTING)
2013-170-02	Academy of Honor			Closed	HUMAN SERVICES	FAMILY PLANNING
2013-10-02	Finance			Closed	FINANCIAL SERVICES	AUDITING
2013-10-03	Finance			Closed	FINANCIAL SERVICES	FINANCIAL ADVISOR
2013-10-04	Finance			Closed	FINANCIAL SERVICES	AUDITING
2013-10-05	Finance			Closed	BOOKBINDING & REPAIRING	HEADBANDS, INSTALLED
2013-170-03	Academy of Honor			Closed	FINANCIAL SERVICES	AUDITING
2013-170-04	Academy of Honor			Closed	MISCELLANEOUS	FEASIBILITY STUDIES (ALL KINDS)
2013-10-06	Finance			Closed	FINANCIAL SERVICES	BANKING SERVICES
2013-170-05	Academy of Honor			Open	FINANCIAL SERVICES	ACCOUNTING AND BILLING SERVICES
2013-170-05	Academy of Honor			Open	FINANCIAL SERVICES	ACCOUNTING AND BILLING SERVICES
2013-170-06	Academy of Honor			Open	DESIGN SERVICES	ELECTRONICS
					DATA PROCFSSING	

Public Search View with Filters



ALABAMA
Department of Finance
Request for Proposal Search

Request for Proposal Search

RFP Number:

Status: **Awarded** ▼

Agency: **-Please Select-** ▼


Category: **-Please Select-** ▼

Sub Category: **-Please Select-** ▼

Search **Reset**

RFP Documents

RFP Number	Agency	Agency Link	Agency RFP Number	Status	Category	Sub Category
2013-165-01	Troy University			Awarded	DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP	COMPUTER MANAGEMENT
2013-165-03	Troy University	www.troy.edu	513	Awarded	DATA PROCESSING SERVICES & SOFTWARE (PROGRAMS/DEVELOP	MODIFICATION OF EXISTING EQUIPMENT

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Frequently Asked Questions

1. **If an entity already has copies of RFP documents posted on its website, can the agency link data to the RFP website?**
 - Yes, RFP document link capability is on “Create New RFP” page under heading “General Information – Agency Link”. The entity has the option to enter or paste a link that will open the RFP document posted on the entity’s website. This replaces the requirement to attach a pdf copy of the RFP.
Please Note: All other RFP website information must be entered.
2. **If an entity already has copies of RFP documents posted on its website, is there a way to electronically load that specific data into the fields on the RFP website?**
 - No, the application does not have electronic load capability from an entity.
3. **Can an entity use its own number to identify its RFP instead of the automatically generated one from the RFP website?**
 - The application will automatically generate a website RFP number. However, entities can enter their RFP numbers on the “Create New RFP” page under the heading “RFP Information – Agency RFP Number”.
4. **Will there be automation features in the future?**
 - None planned at this time. Automation and enhancements will be assessed going forward.
5. **Will entities be allowed multiple user ids?**
 - Yes, entities are allowed to register multiple user id’s and passwords. If entities set up multiple user id’s and passwords, the Comptroller’s Office strongly suggests the entity designate ONE individual to manage and coordinate the process. The Comptroller’s Office should be notified by e-mail who that individual is and contact information including e-mail address.
6. **Will there be a limit to the number of user ids and passwords to the RFP website?**
 - No, not at this time. If multiple user id’s and passwords become an issue, that will be handled on a case by case basis with the covered entity.
7. **Will access (or what a user may do) on behalf of an entity be limited within the RFP website? Will there be levels of user access established that an entity can administer to multiple users of the RFP website?**
 - No, a registered user may perform all RFP website functions. There are no limited access user levels established on the RFP website.

Frequently Asked Questions, continued.

8. **When should RFP's be loaded to the RFP website?**
 - RFP's should be loaded when issued by the covered entity.
9. **Who monitor's entities progress on the RFP's website?**
 - Entities are responsible for complying with law, policies, procedures and rules.
10. **If an RFP is currently in progress before January 1, 2013, should it be loaded onto the RFP website as of January 1, 2013, or do entities begin posting RFP's as of January 1, 2013 forward?**
 - Entities should post RFP's issued January 1, 2013 forward.
11. **When loading RFP documentation, what should be included or excluded (i.e. blueprints, amendments, addendums, etc.)**
 - Include original RFP information considered part of RFP documentation. Required information is determined by the covered entity.
12. **The RFP website only shows open and closed RFP information. Some entities have "continuous" RFP's. Will an edit be made that effect?**
 - No.
13. **Will a cost be charged to entities for use of the RFP website?**
 - Entities will not be charged for RFP website cost or maintenance.
14. **Clarify RFP and what should be submitted on the RFP website.**
 - Act 2012-407 did not make any changes that affect legal contracting process or what is considered a Request for Proposal (RFP). RFP's issued by a covered entity should be posted when issued.

Important Contact Information:

Thomas L. White, Jr., State Comptroller – State Comptroller (tom.white@comptroller.alabama.gov) Administration
Janice A. Hamm, Deputy State Comptroller (janice.hamm@comptroller.alabama.alabama.gov) Administration
Pamela K. Harris, Accounting Director (pam.harris@comptroller.alabama.gov) Fiscal Management
ISD Help Desk (help.desk@isd.alabama.gov / 334-242-2222) RFP Website Issues